

Region One Administrative Staff Meeting

May 11, 2006 – 8:00 a.m.

Large Conference Room

**Daryl Ballantyne
Tim Boschert
Brent DeYoung - Excused
Darin Duersch
Kevin Griffin - Excused
Rex Harris**

**Nathan Lee
Judie McDermott
Andy Neff
Cory Pope
Dennis Simper
Rodney Terry**

SERVICE AWARDS

Pamela Wilcock	25 years of service
Brett Slater	5 years of service
Robert Astle	10 years of service (Adjusted – July 2005)

INCENTIVE AWARDS

Gary Nelson

Presenter

Dennis Simper

- 1. Welcome - Cory Pope**
- 2. Minutes from April 10, 2006 Administrative Staff Meeting Approved.**
- 3. Kevin was excused due to his attendance at the Maintenance Conference, Ogden Marriott Hotel. He will give a DeCoster PowerPoint Presentation on “Change Management” in the June meeting.**
- 4. Region Constructability Reviews – MOT (Maintenance of Traffic)**
 - Cory related an incident where a UDOT project was quickly expedited, and the MOT called for a barrier to be installed on the Kaysville Overpass – two lines in each direction for 30 days. When this was put in place, this caused a severe problem. Cory noted that the I-15 up to Ogden road is very critical.
 - All options have to be addressed to avoid impacts. Those involved need to be sure to research all options. Solutions have to be found so traffic can flow on the freeway. Cory gave a challenge to the staff to find ways to get the work done so the public can enjoy a level of quality driving on the freeway and noted there needs to be a process for constructability review.
 - Andy as the Public Involvement Coordinator would be involved in the process of informing the public of impacted travel.
- 5. Barrier Loop Connections - Potential Problems (Concrete Barrier)**
 - Cory gave a heads up on a situation which occurred in Region Two: An accident occurred on I-215 when a vehicle hit the barrier, and the connection failed causing the barrier to roll over. The cables were corroded, and the connection failed.

- Region Two is looking at all barriers to make sure they are up to standard.
- **Cory instructed Darin Duersch to take the lead on contacting Kevin Griffin to have the Maintenance Sheds look at all barrier loop connections to make sure they are not corroded.** The sheds need to do an inventory of how many barriers have the “old” standard type of connection and correct the problem. Cory noted that the installation of asphalt pad had protected the cable in the past.

6. Project Development Website - New Processes

- Cory asked if members of the staff had a chance to look at the Project Development Website located on the UDOT innerweb.
- Training on the issues mentioned on the website will be done in the PM Conference Room on June 7, 2005 by the Standards Group. Training will be done on the following topic's:
 - Roadway Design Manual of Instruction
 - Specification Writers Guide Overview
 - Concept Report
 - Direction, Customer Survey
 - Design Exception/Design Waiver/Deviation from UDOT Standards
 - Advertise Checklist
 - Processes in Change
 - Local Government Project Backlog List/LG MO
- Cory wanted to make the staff aware of this website and asked the staff to become familiar with the processes. .

7. OSR Request Process - Electronic Format and Request Contacts

- New process for requesting Operational Safety Report Process (OSR's) has been put in place where all requests are to be sent electronically to UDOTosr@utah.gov. Confirmations will then be sent noting that the request has been received.
- All OSR requests are to be routed through the Project Manager to ensure that the proper priority is placed on the OSR request. All Region Directors have indicated a preference to have the OSR requests submitted from one source in the Region. Cory noted that this process could be facilitated by support personnel.

8. On-Line Travel Training

- Travel training – Julie Mattingly of the Comptroller's Office at the Complex has developed an online travel training program on the UDOT website: (<https://ininterdot.co.udot/index.php?m=c&tid=143>).
- This program provides a way for State employees to understand the travel policies and procedures so that errors can be avoided. Mistakes that have been made by State travelers in the past can be avoided in the future. This program will make the pre-authorization through reimbursement stages run much smoother and help save unnecessary costs that impact the travel budget. All employees need to go through this website for travel - in state and out of state.

9. ROUNDTABLE

Daryl Ballantyne

- **Delayed Voice Mail**

- **Maintenance Shed personnel have received delayed voice messages. The staff noted that this problem has not been resolved; Daryl will contact Nextel again regarding the difficulty with voice mail.**
- **Complete** - Daryl has asked Nextel to look into a problem regarding dropped calls and delayed voice mail messages. Nextel's engineers have completed this inquiry and have determined that the problems we were having are location based and not system based. An overloaded cell tower is the culprit. That should be resolved.

- **Nextel Coverage in Surrounding Areas**

- Nathan noted that coverage should be available for all of the Sprint areas, and this has not been updated with Nextel.
- **Action Item for Daryl to update the cell phones on coverage.**

Andy Neff

- Dave Asay called the Region to find out if a meeting should be held to update employees on the I-15 NOW Project regarding handling claims reporting and where the project limits are located. Andy asked the staff if they would want their people to attend.
- Cory noted that it is important for those receiving calls regarding these claims to transfer customers to the correct place only once when the public has called the Region.
- It was noted that it would be beneficial to read the current status on the I-15 NOW website and that the website needs to be relevant and active.
- **Andy will send out an appointment to R1 for an I-15 NOW meeting to be held in the Large Conference Room. The format is centered on external customers, and Dave Asay will be doing the presentation.**

Darin Duersch

- **Dewitt Waterline Replacement Project**

- Keith Bladen sent out an appointment to the Permit's Meeting Group and Chris Lizotte to meet with Nathan Jones with CH2M Hill, Inc. and Logan City to discuss the Dewitt Waterline Replacement. This discussion took place on site in the Logan Canyon, and it was noted that this project impacts the UDOT ROW, UDOT structures, the Forest Service, the Corps of Engineers, and the environment.
- It was felt after that meeting that this project was beyond a permit project and involved an entirely new 36" water line. Logan City wanted to start the design in June. Darin asked for direction in handling this project, and Cory noted that Rex Harris (Preconstruction) would need to be involved, and that it is UDOT's responsibility to protect the road.

- **Garden City Permit Problem with 300 West**

- Darin noted that Garden City is still adamant regarding gaining access on a road denied by UDOT. Cory stated that Darin's letter to Garden City should state UDOT's firm stand on the policy regarding this access.

Rod Terry

- Resource issue – Materials Department is now sending individual tests out to consultant labs.

Dennis Simper

- Dennis reported that three new rotationals started in Construction on May 8, 2006.
- Cory noted that one rotational has now completed yearly probation which brings up the matter of having an excellent appraisal process at this time.
- When the probation period has been completed by an employee, it is absolutely necessary, both to UDOT and to the employee, to have this process in place.
- Dennis was given the assignment to oversee completion of this process.

Tim Boschert

Cache MPO

- Tim reported to the group that the Cache MPO has been busy submitting their work plan.
- He will also investigate setting up an RPO with Box Elder County and the Cache MPO.

ACTION ITEMS:

1. **Darin Duersch to take the lead on contacting Kevin Griffin to have the Maintenance Sheds look at all barrier loop connections to make sure they are not corroded.**
2. **Coverage on Nextel cell phones should be available for all of the Sprint areas. Daryl to contact Nextel to ensure that the cell phone coverage is updated.**
3. **Andy to send out an appointment to R1 for a meeting on I-15 NOW to be held in the Large Conference Room. The format is centered on external customers, and Dave Asay will be doing the presentation.**
4. **Dennis was given the assignment to oversee completion of an appraisal plan for rotationals.**

Future assignments for Leadership Training from DeCoster Principles – Kevin Griffin – “Change Management” in June 2006

Next Staff Meeting is scheduled for **Monday, June 12, 2006** at 8:00 a.m. in the Region One Large Conference Room.